


# JUSTIN BIJU

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I would play around with the formatting of your CV to reduce this blank space and move everything up

add "objective" title to this section

## OBJECTIVE

replace "civil engineer intern" with "civil engineering student"

Civil Engineer Intern possessing excellent computer skills and proficiency in AutoCAD, Microsoft Office (Word, Excel, PowerPoint), Staad pro and basic knowledge of oracle primavera.

Hardworking and independent individual skillful in assisting on-site visits. Dedicated to using critical thinking and innovative design abilities. High interest in sustainability and environmental engineering.

keep formatting consistent, underline each section, it makes it look cleaner

## EDUCATION

**B tech: Civil Engineering | TKM College of Engineering-Kollam**

**2020– 2024**

CGPA 7.68

- Grade: First Class

## POSITIONS OF RESPONSIBILITY

**ASSISTANT SECRETARY | AMERICAN SOCIETY OF CIVIL ENGINEERS STUDENT CHAPTER TKMCE**

**JAN 2023-Current**

- Defined clear targets and objectives and communicated to other team members.
- Applied effective time management techniques to meet tight deadlines.
- Cultivated interpersonal skills by building positive relationships with others.

**TECHNICAL MEMBER | Innovation & Entrepreneurship Club TKMCE**

**DEC 2022-Current**

- Worked flexible hours.
- Strengthened communication skills through regular interactions with others.
- Worked effectively in a fast-paced environment.

these seem more like strengths that you would describe in an interview, this doesn't exactly tell me what you did as far as responsibilities. Try to be more specific or give examples that fit what you're trying to explain

**DOCUMENTATION TEAM MEMBER | AMERICAN SOCIETY OF CIVIL ENGINEERS STUDENT CHAPTER TKMCE**

**Jan 2022-June 2022**

- Translated complex technical information into intuitive clear format.

- Manipulated and converted documents to meet needs of individual personnel or projects.
- Maintained organized and efficient document flows by using excellent planning and multitasking skills.

#### **VOLUNTEER | HESTIA '22, NATIONAL LEVEL TECHNO-CULTURAL FEST**

- Used strong interpersonal communication skills to convey information to others.
- Maintained clean, neat, and operational facilities to serve program needs.
- Provided administrative support to department leads to help organize events and fundraisers.



### **SKILLS & CERTIFICATIONS**

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- **Technical Skills:** Primavera P6, AutoCAD, Microsoft office (Word, Excel, Power Point), C/C++ programming
- **Non-Technical Skills:** Management Consulting

#### **Certifications**

- Career essentials in Business Analysis by Microsoft and LinkedIn
- AutoCAD 2021 Essential training
- Excel skills for Business
- Primavera P6 Essential training



### **LANGUAGES**

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- English
- Malayalam
- Arabic
- Hindi